

**PERE MARQUETTE SENIOR ESTATES
POLICIES**

**Revision approved by council on September 23, 2025.
Effective September 23, 2025**

THE FOLLOWING CRITERIA FOR APPLICATION FOR RESIDENCY AT THE CITY OF COLEMAN SENIOR HOUSING COMPLEX MAY BE CHANGED AT THE DISCRETION OF THE COLEMAN CITY COUNCIL. THIS MAY BE DONE WITHOUT PRIOR NOTICE TO APPLICANTS.

ELIGIBILITY

A person is eligible to apply and to live at Pere Marquette Senior Estates

- A. If he or she is sixty (60) years of age.
- B. In the case of married couples, one member shall be at least sixty (60) years of age.

Placement on the waiting list WILL BE on a "first come first served" basis. All applicants will be placed on the waiting list on a "first come first served" basis as is determined by the date a completed application is received. It will be the applicant's responsibility to notify the appropriate individual of address changes and phone number. Failure to do so may result in the removal of their name from the waiting list.

If an applicant is offered an apartment of any type other than they have requested, they will not lose their spot on the waiting list if the apartment is refused. If an applicant is called with an available apartment and they refuse at that time they will fall to the back of the list. If an applicant has turned down an available apartment 3 (three times) then the applicant will be taken off the waiting list.

AMENITIES

Included in the monthly rent for convenience and enjoyment are:

- All heating cost
- On-site mail delivery
- Individually controlled heat and air conditioning
- Security entrance (Locked 24 hours a day)
- Maintenance of building and grounds
- Emergency call system in each apartment
- Use of activity room
- Parking space for residents with cars
- Storage lockers
- Located close to downtown business district and rails-to-trails

CONTINUE OF AMENITIES

Coin operated laundry facility
Air conditioning
Kitchen appliances
Domestic hot water
On-site Coordinator

Optional Items Include

Cable Television
Telephone

RENT FEES

It is the policy of the City of Coleman that the rents received from the tenants of the Senior Housing Complex shall be sufficient to cover the cost of management, operation, maintenance, equipment, furniture and fixture replacement. To ensure that these costs are recovered, rent schedules may be periodically adjusted by the City of Coleman. Market rent may be increased September 1, each year. (Effective as of the June 24, 2025 City Council Meeting.)

Per City Council meeting on June 24, 2025, Pere Marquette Senior Estates will no longer offer reduced rent. All new applicates and residents are to pay full market rent.

OTHER FEES

Covered garage space (if available) for an additional monthly fee of \$45.00

Security deposit for an apartment is equal to the 1st months' rent. a tenant must lease for a minimum of one year to receive a refund of all or a portion of their rental deposit upon their departure from Pere Marquette Senior Estates. Tenants moving from Pere Marquette Senior Estates prior to meeting the one-year mark will not be refunded ANY portion of their rental deposit. Exceptions to this will be made only for those moving to a Senior Care Facility (assisted living facilities or nursing homes) or for tenants who pass away before reaching the one-year mark. In addition, a \$375.00 non-refundable cleaning fee will be due upon signing your first lease. (Effective as the June 24, 2025 Coleman City Council meeting.)

Cost of electricity is the responsibility of the tenant.

RESIDENCY REQUIREMENTS

Since it was the purpose of the City of Coleman to develop housing for those seniors in need of housing the following are requirements to maintain residency in the City of Coleman's Pere Marquette Senior Housing Complex.

- A. Each tenant or family, which leases an apartment, must reside at the facility more than six months of each calendar year. Failure to meet this requirement may result in a termination of the lease agreement.
- B. No pets are allowed.
- C. **This is a smoke free complex.** *The Complex includes both the buildings and the property owned by the City of Coleman and occupied by Pere Marquette Senior Estates. This excludes property owned by Midland County Council on Aging.*
- D. No recreational vehicles are allowed.
- E. Although visitors are welcome, you must have owner approval for visits lasting longer than two consecutive weeks.
- F. Tenancy may be denied to, or revoked from, any individual who has been convicted of a felony or who is placed on the Public Sex Offender registration list.

ENTRY SYSTEM AND BUILDING SECURITY

No one is permitted in the building except as the guest of resident, or on business during regular office hours. For your own safety please observe the following:

- A. The security system is arranged so that no one can enter the building without a key or access card. Each resident has been issued a key to the entrance doors. **GUARD IT CAREFULLY!!!!**
- B. You are welcome to exit by the side doors of the building, but please be sure that the doors latch securely behind you. This is to ensure the security of both you and your neighbors. **UNDER NO CIRCUMSTANCES ARE THESE DOORS TO BE LOCKED OPEN FOR A RETURN ENTRY TO THE BUILDING.**

MAIL AND PACKAGE DELIVERIES

All mail will be delivered on site by the Coleman Post Office and placed in your mailbox by the mailman. It will be the Tenant's responsibility to make arrangements for delivery of packages and special delivery mail.

BARRIER-FREE UNITS

Pere Marquette Senior Estates has four barrier-free apartments. These apartments will be assigned in the same manner as all other apartments. Persons requesting a barrier-free unit will be offered a regular unit in lieu of a barrier-free apartment. They may choose to accept the

regular unit, in lieu of a barrier-free apartment. They may choose to accept the regular unit, if it meets their needs, with the understanding that they can move to a barrier free unit when one becomes available. They may also decline the regular unit, if it does not meet their needs, and retain their ranking on the waiting list.

TWO BEDROOM UNITS

When there is a two-bedroom apartment available for rent, **CURRENT TENANTS WILL BE GIVEN FIRST OPPORTUNITY.** Current Tenants, whether single or a couple will be offered a two-bedroom apartment **ONLY ONE TIME.** If they refuse the apartment, they will no longer be considered for rental of a two-bedroom apartment. Current tenants who wish to rent two-bedroom apartments will be offered based on the date of tenancy with tenants with the earliest date offered first. The date will be established by the most current, continual tenancy. **COUPLES WILL ALWAYS BE GIVEN PRIORITY FOR TWO BEDROOM APARTMENTS.**

If there are no current tenants interested in the two-bedroom apartment, couples on the appropriate waiting list will be offered the apartment. Then singles on the appropriate waiting list will be offered the apartment.

ASSIGNMENT BY LOCATION OF UNIT

In general, an effort will be made to accommodate people's wishes. Assignment of apartments will be based on availability, and when possible, the physical needs of the individual. Moving with the building will be discouraged, although the city recognizes that the extenuating circumstances could exist. For example, persons having difficulty walking could be relocated closer to the core of the building. If a tenant relocates at their request, there will be a fee of \$375.00 per move payable prior to the move.

In the event of death, separation or permanent hospitalization of one of the two persons occupying a two-bedroom unit: the remaining person, if they wish, may state in the apartment they have been assigned.

RENT PAYMENT

All rent is due and payable on or before the fifth of each month unless the fifth falls on a holiday or a weekend. Rent will then be due the next business day.

For security reasons rent is payable by **CHECK OR MONEY ORDER ONLY.**

The office is NOT permitted to accept cash for payment of rent. Check or money orders should be made **payable to the CITY OF COLEMAN.**

RESPECTFUL INTERACTIONS

All residents and their guest must conduct themselves in a respectful manner towards others. Engaging in or promoting bullying, harassment, or intimidation of fellow residents, staff, or guests is STRICTLY PROHIBITED.

REPORTING AND CONSEQUENCES

Residents who believe they are experiencing or have witnessed harassing or intimidating behavior should report it immediately to management. Violations of this policy will be considered a material breach of the lease agreement and may result in eviction proceedings.

HARASSMENT AND INTIMIDATION DEFINITIONS

HARASSEMENT- Unwelcome behavior that can lead to a hostile environment.

INTIMIDATION- Using threats, menacing behavior, or violence to coerce or put another person in fear.

USE AND QUIET ENJOYMENT

Tenants shall comply with all applicable laws and ordinances, use the Premises only for strictly residential purposes, and refrain from all conduct that **UNREASONALBY** disturbs each other, other tenants, occupants, neighbors of the building. All minors must be supervised by an adult at all times.

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